HR Toolkit

Overview of and introduction to tools to help manage Army civilian employees

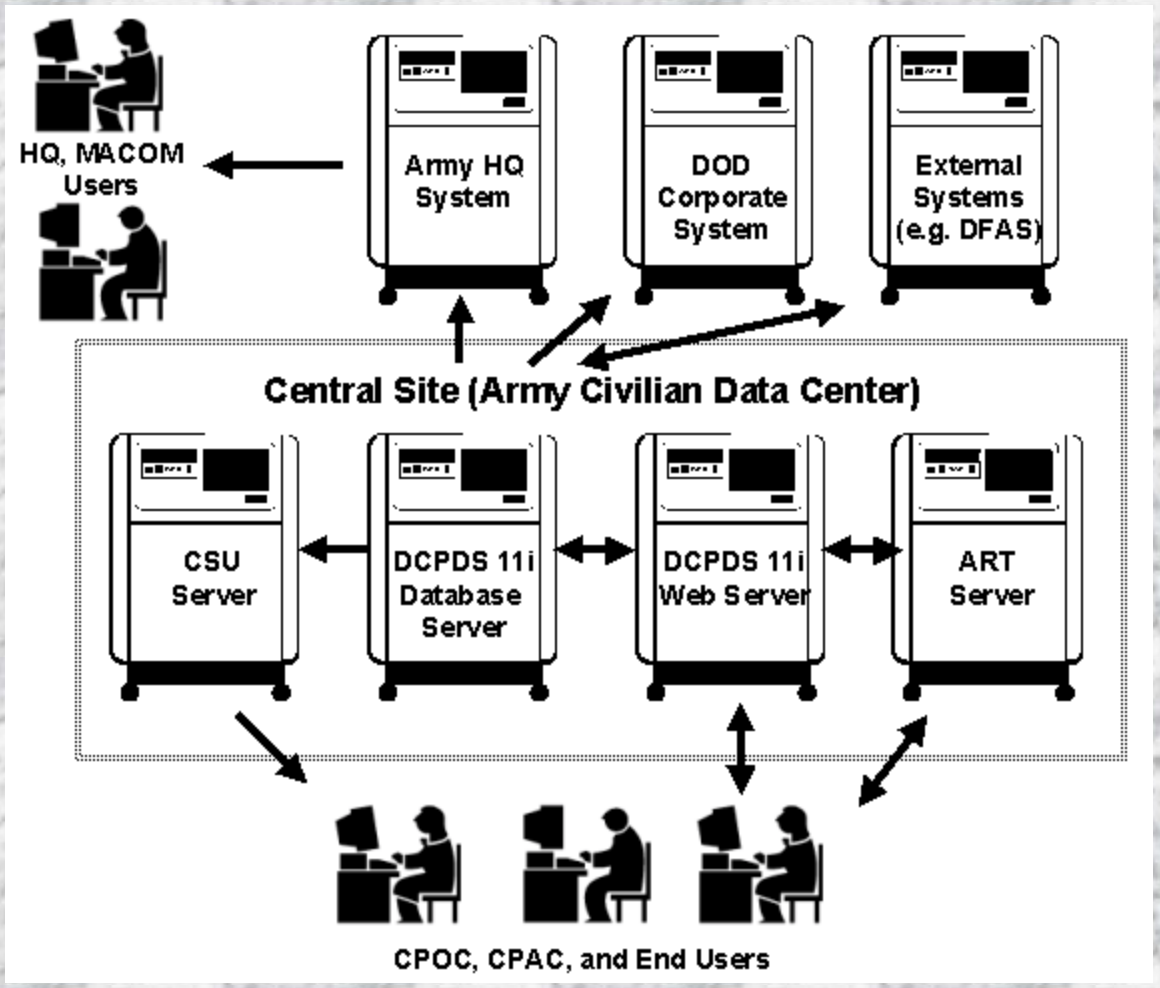
Audience

- Army managers and supervisors of civilian employees (including military supervisors of civilian employees)
- Administrative personnel and pseudo personnelists who perform civilian HR administration functions
- Resource managers (manpower, budget)

Primary Systems: DCPDS, CSU, ART

- **Defense Civilian Personnel Data System (DCPDS) is the primary system. It resides at the Army Civilian Data Center (ACDC, or the "central site"), and is the "database of record."**
- **The CSU Application is a secondary system, which also resides at the central site. The data in the CSU Application comes from the DCPDS database; it is refreshed nightly and is read-only.**
  - **The Business Objects application, which is a separate application used to produce *ad hoc* reports, uses the data in the CSU Application.**
- **Army Regional Tools (ART) is a collection of tools and links to various civilian human resources management applications (including a link to DCPDS) that managers and others can use to get information about the civilian workforce.**

Civilian HR Automation Structure



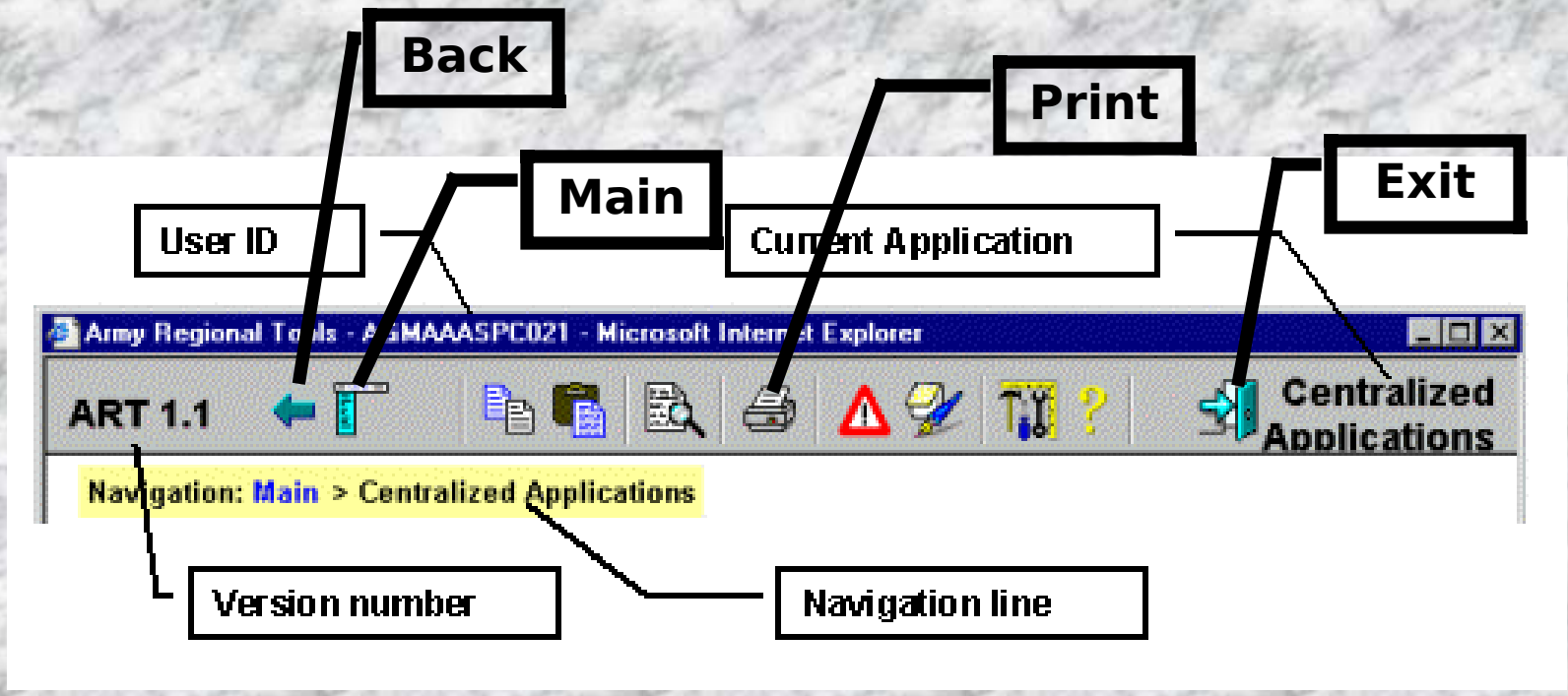
Which to use?

- **Request a personnel action: DCPDS**
- **Fill out a gatekeeper checklist: ART**
- **Track a request for personnel action: ART**
- **Look up data about an employee: ART**
- **View or print an SF50: DCPDS, ART, or SF50 History Database**
- **Run a standard report: ART or CSU**
- **Create/run an ad hoc report: Business Objects**

ART (Army Regional Tools)

- Central DCPDS 11i
- Central DCPDS Desk Guide
- Centralized Applications
  - FASCLASS
  - SF50 History Database
- Employee Data
- External Applications
  - Central CSU
- Gatekeeper
- Inbox Statistics II
- Organization Structure
- RPA Tracker
- Review and Analysis
- Suspenses

The ART Toolbar



Description of ART Applications

- **Employee Data:** quick and easy access to basic data about employees, including personnel and position data (including job descriptions), NPA and RPA history, organization information
- **Inbox Statistics:** timeliness of personnel processing as well as information on specific actions (position data, organizational information, and individual RPAs)

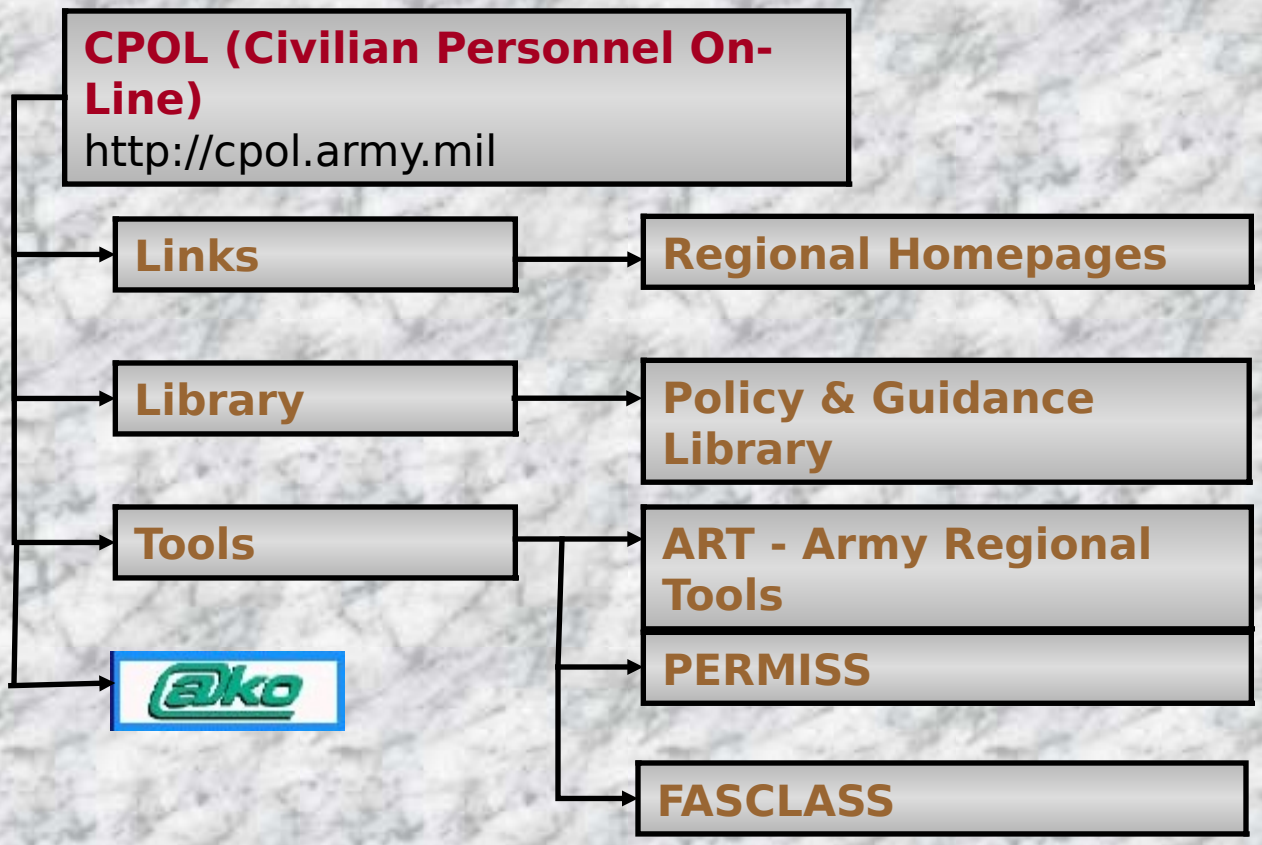
Description of ART Applications, con't

- **Organization Tracker:** up-to-date information about the organization (table format)
- **Review and Analysis:** various statistical reports about the civilian workforce as well as personnel action timeliness reports
- **Suspenses:** upcoming personnel action suspenses (expiring appointments, within grade increases coming due, etc.)

Other Applications

- **FASCLASS:** centralized database of active position descriptions and position information
- **SF50 History Database:** web-accessed SF50 repository that provides a library of SF50s for your employees
- **PERMISS:** Articles and other tools covering all aspects of civilian personnel management

Civilian Personnel On-Line



User Accounts

- Initiate action to obtain User Accounts for civilian HR systems thru your CPAC
- AKO (Army Knowledge OnLine) account is required
- Typical CSU / ART account: firstname _ lastname
- Typical DCPDS account: firstname . lastname / mgr

Additional Information and Help

- **HR Toolkit website: http://www.chra.army.mil/mdcpds/hr_toolkit.htm**
- **CPOC Help Desk: report problems with applications and accounts**
- **CPAC: advice on applications, initiate account requests**